

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: January 13, 2015

Time: 11:00 a.m.

FC# 7839, Citywide Asbestos Abatement Services

1. Opening and Introduction

Mr. Art Smalls, Contracting Officer

Proposal Process -- Information & Instructions to Proponents, Proposal Format, Proposal Deadline, Etc.

2. Ethics Department

Ms. Nina Hickson, Ethics Officer

Ethical Guidelines

3. Enterprise Risk Management (Appendix B)

Mr. Jimmy Porter, Risk Management Analyst

Insurance Requirements

4. Office of Contract Compliance (Appendix A)

Mr. Bruce Bell, Senior Contract Compliance Manager

EBO/EEO Requirements, Eligible Proponent, etc.,

5. Atlanta Workforce Development Agency

Ms. Shirley Harris, Project Coordinator for First Source

6. User Department

Ms. Daphne Talley, Project Manager for the Atlanta Police Department

Mr. James Davis, Construction Project Manager for the Office of Enterprise Assets Management

Floor open for any questions pertaining to the Scope of Services

If you have additional questions concerning this project, please direct your inquiries in writing to Mr. Art Smalls, Contracting Officer, by e-mail asmalls@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 12:00 P.M., Friday, January 16, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Wednesday, January 28, 2015, no later than 2:00 P.M.

PROPOSALS ARE TO BE RECEIVED AT THE:

Department of Procurement

55 Trinity Avenue

Suite 1900

Atlanta, Georgia 30335

Questions concerning the EBO/EEO requirements should be directed to the **Office of Contract Compliance**, (404) 330-6010.

Questions concerning the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.